DOCUMENT RESUME

ED 155 421 CE 016 932

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TITLE	Mastering the Stencil. Student's Manual and Instructor's Manual.
INSTITUTION	Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY	South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE	77
NOTE	23p.; For related documents see CE 014 431 and CE 016 911-989
AVAILABLE FROM	Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	Behavioral Objectives; Business Education; Business Skills; Instructional Materials; *Office Occupations Education; Performance Based Education; *Typewriting
IDENTIFIERS	*Stencil Duplication; Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 80 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on typing and correcting stencils are included in this packet. (The packet is the thirteenth in a set of fifteen on typewriting--CE 016 920-934.) The Student materials include a pretest and a posttest, two learning activities, two check-out activities, and an instructor's evaluation guide for each of the check-out activities. The instructor's manual includes the program description; a list of entering behaviors, terminal objectives, and required materials and equipment; procedures for both group and individual instruction; an answer sheet for the posttest; follow-up activities; and a filmstrip narrative. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155421

MASTERING THE STENCIL

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 80 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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OE 010 932

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

INTRODUCTION

"Mastering the Stencil" is a filmstrip program which has been designed to present the techniques and procedures for preparation of stencils for duplication on a stencil duplicator.

An objective is a statement of what should be accomplished in a program of instruction. The following items list your objectives for this program on preparing stencils.

1. You will be able to identify the following items used in stencil production and explain their uses:

   a. stencil
   b. styli–including
      (1) ball point stylus
      (2) burnishers (used for shading)
      (3) ruling styli
      (4) lettering styli
   c. shading plates
   d. lettering guides
   e. correction fluid
   f. stencil cement
   g. type cleaning brushes

2. You will be able to identify and explain the purpose of all guide marks on the stencil.

3. Given material to type, you will demonstrate your ability to type a stencil in perfect form within 20 minutes, judged on the following points:

   a. Placement
   b. No typographical errors
   c. Proper use of duplication materials
   d. Proper care and handling of the stencil–to be determined when the stencil has been run on the duplicator

4. Given a stencil and materials necessary for making corrections, you will demonstrate the proper procedure for making corrections on the stencil.

5. Two additional objectives of this program are: (a) you will be motivated to demonstrate your ability in typing stencils by voluntarily assisting the instructor or office staff in typing stencils, and (b) you will be motivated to expand your ability by experimenting with more complicated processes of stencil duplication than those covered in this program.

In your *Student's Manual*, you will find a Pre-test to be completed before you begin this program. Once you have completed this Pre-test, continue with the program by viewing the filmstrip program, "Mastering the Stencil."

After you have seen the filmstrip program, take the Post-test to determine your understanding of typing a stencil. If you successfully complete the Post-test, type a stencil using the instructions given in the Learning Activity.

If you score less than 100% on the post-test or encounter difficulty in typing the stencil, you should return to the filmstrip presentation for a second review of the items you missed.

Name _____

MASTERING THE STENCIL

P R E T E S T

Directions: Fold this sheet lengthwise at the fold line.
Respond to the items by writing your answer in the blank under the Answer column.
When you have finished, check your answers by folding out the Correct Answer column.

Questions	Your Answer	Correct Answer
1. Have you had previous experience typing masters for the spirit duplicator or offset printer?	1. Yes-No	
2. Can you type on an electric typewriter?	2. Yes-No	
3. Do you know how to clean the keys (or element) of an electric typewriter?	3. Yes-No	
4. Can you identify these parts of an electric typewriter:	4.	
(a) paper guide, paper release	(a) Yes-No	
(b) element	(b) Yes-No	
(c) paper bail rollers	(c) Yes-No	
(d) platen	(d) Yes-No	
(e) touch selector	(e) Yes-No	
(f) stencil	(f) Yes-No	
(g) ribbon control	(g) Yes-No	
5. Do you know how to proofread?	5. Yes-No	
6. Are you interested in learning to type stencils?	6. Yes-No	
7. Are you currently enrolled in an office procedures or typewriting course?	7. Yes-No	
If you have answered yes to each of these questions, continue with the Pre-test. If you answered no to any question, see your instructor for clarification.		
8. In order to type on a stencil you must first put the ribbon control of your typewriter in the_____ position.	8._____	8. stencil
9. _____ are printed on stencils to help you place the typed or drawn material correctly.	9._____	9. guide lines
10. Stencils are run on a_____.	10._____	10. Stencil duplicator
11-20. Materials for this section are on the display table. Identify the items in the answer column beside the number that corresponds to the item number.	11._____ 12._____ 13._____ 14._____ 15._____ 16._____ 17._____ 18._____ 19._____ 20._____	

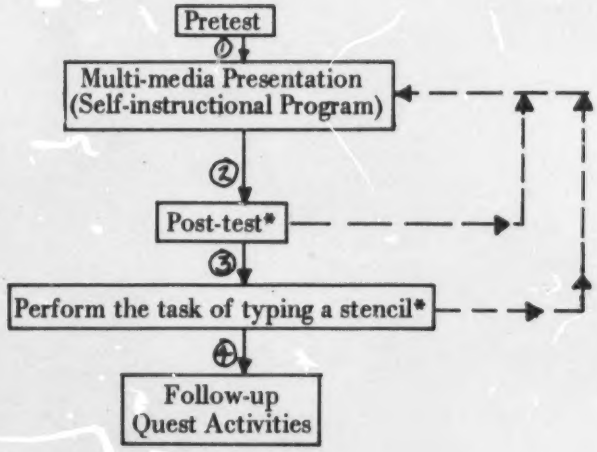
Fold Here

21. When typing on a stencil, you must make sure the _____ is not too heavy or the center of certain characters (such as the "o" and "e") will be cut out completely.	21. _____	21. impression control
22. When making corrections on a stencil, you first should _____ the error in order to replace some of the waxy surface that was pushed aside by the typewriter key.	22. _____	22. rub or burnish
23. _____ is applied over an error in a single upward stroke.	23. _____	23. correction fluid
24. The first step in typing a stencil is to make sure that your typewriter is _____ .	24. _____	24. clean
25. The last thing you do before removing a stencil from the typewriter is to _____ it.	25. _____	25. proofread

Fold Here

PROCEDURES FOR THE STUDENT

Now that you are familiar with the purpose and objectives of this program, have located the required materials, and have taken the pretest, you may choose one of these alternative paths.



*Dotted lines indicate remedial loop to go back for additional review if you encounter difficulty.

Name _____

Evaluation _____

MASTERING THE STENCIL

POST-TEST

Directions: Respond to the items by writing your answer in the blank under the Answer column. When you have finished, submit this sheet to your instructor for evaluation.

Questions	Your Answer	✓ Acceptable	✗ Not Acceptable
1. A stencil is duplicated using a stencil duplicator. This duplicator is also known as a_____.	1._____	+5	-5
2. What is one way in which a stencil can be mechanically prepared?	2._____	+5	-5
3. What is one way in which a stencil can be manually prepared?	3._____	+5	-5
4. The stencil assembly is usually made up of: a. the stencil sheet b. a backing sheet c. _____	4._____	+5	-5
5. The _____on a stencil aid in typing balanced copy.	5._____	+5	-5
6. It is very important to use the_____setting for the ribbon position when typing a stencil.	6._____	+5	-5
7. The_____ sheet reduces the possibility of having cut-out characters on the stencil.	7._____	+5	-5
8. The first step in correcting an error on a stencil is to _____ the error with a rounded instrument.	8._____	+5	-5
9. _____ is then applied to the error to replace the waxy coating.	9._____	+5	-5
10. It is necessary to_____the stencil sheet while applying the correction fluid so the stencil sheet will not adhere to the cushion sheet.	10._____	+5	-5
11. Always_____the typed stencil before removing it from the typewriter to be sure that all typographical errors have been corrected.	11._____	+5	-5
12. After you have typed the stencil and removed it from the typewriter, _____may be provided in the blanks at the top of the assembly to facilitate duplication of the stencil.	12._____	+5	-5

13-20. Identify the 8 items used in stencil production that have been displayed by your instructor. Write the name of the item in the blank provided.

13._____	+5	-5
14._____	+5	-5
15._____	+5	-5
16._____	+5	-5
17._____	+5	-5
18._____	+5	-5
19._____	+5	-5
20._____	+5	-5

YOUR INSTRUCTOR MAY REQUIRE THAT YOU DEMONSTRATE THE PROPER TECHNIQUES OF ATTACHING AND REMOVING A STENCIL AT THE DUPLICATOR. ALSO YOU MAY BE REQUIRED TO DEMONSTRATE THE CORRECT METHODS OF PRESERVING AND DISCARDING A USED STENCIL.

LEARNING ACTIVITY NO. 1
for
Mastering the Stencil

You will need a typewriter, typewriter cleaning materials, correction fluid, typing paper and a stencil assembly.

Type the first page of your *Student's Manual*.
- -Type a guide copy,
- -Mark the stencil with correction fluid to aid in positioning the copy on the stencil,
- -And then type the stencil.

Leave a two-inch top margin and a one-inch bottom margin. Center the title in all caps: Introduction to Stencil Preparation

UPON COMPLETION, SUBMIT THIS WORK TO YOUR INSTRUCTOR

LEARNING ACTIVITY NO. 2
for
Mastering the Stencil

You will need a typewriter, typewriter cleaning materials, correction fluid, a stencil assembly, and as many different types of styli as are available for your use.

In this activity, you are simply to experiment with the styli to become familiar with the use of each. An instruction manual or a supply catalog containing styli information will be useful in learning the purposes of each instrument. If shading plates are available, experiment with them also.

You may draw anything you wish to accomplish this activity. It would be useful to run this stencil when it is completed to see the results of each stylus.

UPON COMPLETION, SUBMIT THIS WORK TO YOUR INSTRUCTOR.

CHECKOUT ACTIVITY NO. 1
for
Mastering the Stencil

You will need a typewriter, typewriter cleaning materials, typing paper, correction fluid, and a stencil assembly.

Using the page in your *Student's Manual* entitled, "Procedures for the Student," (which follows the pretest):

- type a guide copy,
- mark the stencil with correction fluid to aid in positioning the copy on the stencil,
- and then type the stencil.

Leave a two-inch top margin.
Center the title in all caps: Procedures for the Student
Center each line in the diagram horizontally leaving two blank lines between each line.
Type the footnote at the bottom of the page leaving an inch bottom margin.
(Do not draw blocks or arrows on this stencil.)

SUBMIT THIS WORK FOR EVALUATION UPON COMPLETION

CHECKOUT ACTIVITY NO. 2
for
Mastering the Stencil

Retype the problem in activity No. 1 above. This time use the appropriate styli to add boxes and lines as shown on the original.

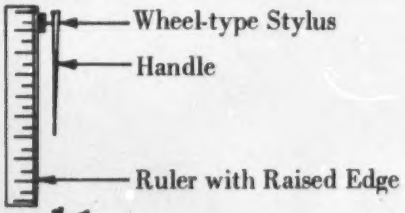
You will need:
- a ball point stylus
- a raised edge ruler
- a wheel-type stylus
- a mimeoscope (or light table)
- tape
- typing paper
- correction fluid
- a stencil assembly

Use a ball point stylus to draw the boxes around each item in the diagram using a raised edge ruler as a straight edge. Do not cut corners as you draw with the stylus, but draw toward corners. Do not scratch back and forth to cut the stencil—use enough pressure to cut the stencil the first time.

Example:

(Draw in direction of arrows.)

A wheel-type stylus may be used to draw the broken lines using a ruler as a guide. When using a wheel-type stylus and a ruler, hold the side of the wheel that is not attached to the handle against the ruler as you draw.



Name _____

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

Instructor's Evaluation Guide
for

MASTERING THE STENCIL

CHECK-OUT ACTIVITY I

ACTIVITY When typing a stencil, the student:	Evaluation	
	Acceptable	Unacceptable
1. Used specified format.		
2. Inserted stencil into typewriter correctly (no wrinkles; aligned properly).		
3. Made necessary typewriter adjustments.		
4. Typed within limitation lines.		
5. Corrected all errors properly.		

Name _____

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

Instructor's Evaluation Guide
for

MASTERING THE STENCIL

CHECK-OUT ACTIVITY 2

ACTIVITY When typing a stencil, the student:	Evaluation	
	Acceptable	Unacceptable
1. Used specified format.		
2. Inserted stencil into typewriter correctly (no wrinkles; aligned properly)		
3. Made necessary typewriter adjustments.		
4. Typed within limitation lines.		
5. Corrected all errors properly.		

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PROGRAM DESCRIPTION

This individualized self-instructional program was developed for use in a typing or office procedures course to teach the fundamentals of preparing stencils for the stencil duplication process.

The stencil duplicator is one of the most commonly used methods of duplication in small offices throughout the country. Its popularity earns this office machine a slot in the rotation schedule of most school programs.

Preparing the stencil is a preliminary step to duplication on the stencil duplicator. Therefore, by using this program the office procedures teacher can focus the majority of the teacher-directed instruction on individualized machine instruction while the preliminary step of stencil production is being learned by the student independently. After each student completes this program, the next step of duplication on the stencil duplicator can be supervised by the teacher.

Having typed a stencil during this self-instructional program, there is the added incentive and motivation provided the student in having a typed stencil ready for duplication. There is the realization that, after the duplication process has been learned, a job has been completed. The learner can see the "results" in actual copy coming from the duplicator.

ENTERING BEHAVIORS

The learner should be able to operate the following equipment before attempting this program on an individual basis:

1. filmstrip projector
2. cassette tape player
3. typewriter

The learner must know how to type using either a manual or electric typewriter, how to clean the keys (or element) of the typewriter properly, and have a working knowledge of operable parts of a typewriter.

TERMINAL OBJECTIVES

Psychomotor:

The learner will demonstrate the ability to type a stencil in perfect form on the following points within 20 minutes:

1. Placement
2. No typographical errors
3. Proper use of duplication materials
4. Proper care and handling of the stencil--to be determined when the stencil has been run on the duplicator.

Given a stencil and materials necessary for making corrections, the learner will demonstrate the proper procedure for making corrections on the stencil.

Cognitive:

The learner will be able to identify the following items and explain their uses in the process of stencil duplication:

1. stencil
2. styli–including
   a. ball point stylus
   b. burnishers (used for shading)
   c. ruling styli
   d. lettering styli
3. shading plates
4. lettering guides
5. correction fluid
6. stencil cement
7. type cleaning brushes

Given a stencil, the learner will identify and explain the purpose of all guide marks.

REQUIRED MATERIALS & EQUIPMENT

Following is a list of the minimum required materials and equipment needed for this program.*

1 filmstrip projector
1 cassette tape player
1 typewriter for each student involved in the program
2 stencils for each student
1 bottle of correction fluid
1 paper clip or pen cap for corrections, typecleaner, and brushes
1 stencil duplicator (optional)

*All materials and equipment should be made available in the typing or reprographics center during the course of this program. Other stencil supplies as available should be displayed and used by the students if possible.

PROCEDURES FOR THE INSTRUCTOR

Why Use It?

The process of stencil duplication has long been popular because of its high-quality copy and ease of preparation. This process of duplication lends itself most economically to those jobs requiring high quality copy for 30-3,000 copies. (The number of copies depends on the quality of stencil purchased.)

This program will be of special interest to learners who wish to become office machines operators and to secretarial majors who should be capable of operating various office machines.

The accountability of teaching a particular piece of equipment is of major importance to office procedures teachers. Instruction in use of the stencil duplicator is accountable because of its wide use in business and industry.

How to Use It

This program is adaptable to group or individual instruction. In either case, the instructor should be thoroughly familiar with the *Instructor's Manual* and the *Student's Manual* before presenting the program.

GROUP INSTRUCTION

1. Set up projector and cassette player.
2. Prefocus the projector on frame No. 1
3. Have the tape player ready to begin.
4. Distribute the *Student's Manual.*
5. Review the *Student's Manual* with the group.
6. Administer the Pretest.
7. Divide the group according to their scores on the Pretest.
8. Present the filmstrip program.
9. Have a production lab set up with all necessary materials on hand.
10. Arrange to collect the demonstration product, the Post-test, and the program evaluation form from each person.

INDIVIDUAL INSTRUCTION

For individual use, the instructor directs the learner to the materials and equipment needed for the program. The learner should be instructed to first study the *Student's Manual* and then proceed as directed in the instructions. The cassette must be prepared for individual use having an audible beep tone to indicate to the learner when slides are to be changed.

The instructor will have to prepare an exhibit table with numbered items corresponding to those items listed for identification in Question No. 13 on the post-test. The items should be numbered 11-20. Select any 10 items related to the objectives of this program.

TIME REQUIREMENTS FOR THE PROGRAM*

Activity	Approximate Time
Preparation & Orientation	20 minutes
Pretest	10 minutes
Tape Presentation	40 minutes
Typing Activities	60 minutes
Post-test	10 minutes
Review & Reinforcement	15 minutes
Program Evaluation	5 minutes
TOTAL TIME	160 minutes

*Many office procedures courses are set up in a block or rotating schedule. This program is adaptable to either type of schedule and can be presented in one extended period or divided into two or more units.

INSTRUCTOR'S ANSWER SHEET
for
post-test

Mastering the Stencil

1. mimeograph
2. answers may be: computer, tabulator, teletypewriter, or typewriter
3. answers may be: drawing, ruling, lettering, or writing
4. the cushion sheet
5. guide lines
6. stencil
7. cushion
8. burnish
9. correction fluid
10. raise
11. proofread
12. answers may be: information, directions, or instructions

13-20. may be any of 8 stencil-related items selected by the instructor and numbered 13-20.

FOLLOW-UP ACTIVITIES

The instructor should check to make sure that all exercises were understood and executed properly.

Anyone experiencing difficulty during production of their stencils should be given personal attention.

Stencils produced during this program are to be kept and used during the program on stencil machine operation. This should be made clear so that no one will destroy the stencils they type.

Students are to be encouraged to pursue quest activities and be rewarded for additional practice.

NARRATION

Stencil Duplication

1. Title

2. Credit

3. Stencil duplication involves a concept which may be familair to you already. You have probably used some form of stencil to prepare a poster or some other display. Stencils may be purchased for tracing letters and designs.

4. You simply trace the outline of the stencil to produce the desired effect.

5. Now you are ready to learn the skill of preparing a stencil for duplication on the stencil duplicator.

6. The stencil duplicator may also be referred to as a mimeograph.

7. A stencil is a thin sheet of paper which has been specially treated and mounted to meet the needs of a particular office.

   Stencils can be prepared mechanically or manually.

8. Mechanical means of preparing stencils are by:

   1. computer
   2. tabulator
   3. teletypewriter
   4. typewriter

9. Manual production of stencils involves using instruments called styli to:

   1. draw
   2. rule
   3. letter
   4. write

10. For the purpose of this program you will be introduced to only the processes of typewriting and writing on a stencil.

11. This is a stencil.
    The stencil generally comes in an assembly consisting of:

    1. the stencil sheet
    2. the cushion sheet
    3. the backing sheet

12. The stencil sheet is made of thin, porous tissue with a special wax coating through which ink cannot pass.

13. When you type or write on the stencil, the wax coating is pushed aside leaving only the porous tissue. Ink can then flow through this porous tissue to the copy paper.

14. The cushion sheet is inserted between the stencil sheet and backing sheet. The cushion sheet softens the force of the typewriter key as it strikes the delicate tissue of the stencil to reduce the possibility of characters being cut out, as in the case of the"o".

15. The backing sheet is a heavy, smooth paper on which the assembly is mounted. The backing sheet also serves to protect the stencil against irregularities in the platen.

16. Before you begin to type on a stencil, check the guide marks. These marks will enable you to type balanced copy—copy which has even margins. These guide marks will not reproduce.

17. Typewriter character scales are shown at the top of the stencil. These scales aid in positioning the copy on elite and pica machines. The copy on the stencil is centered according to the center of this scale.

18. The top edge paper guide is ½-inch above the duplicating limit. If you begin typing on line 1, you will have ½-inch top margin. Line 7 will give you 1½-inch top margin and so on.

19. Typewriter line spaces are printed down the side of the stencil.

20. Be careful to keep your copy within the boundaries set by the duplication limit guide. Anything stenciled beyond these limits will not reproduce.

21. Warning numerals are provided for both legal and letter size paper. These numerals tell you how many lines are left in the bottom margin.

22. The first step in typing a stencil is to disengage the typewriter ribbon using the stencil or ribbon control lever. Use the instruction manual that came with the typewriter you are using to locate the ribbon control mechanism. The ribbon should not come between the type face and the stencil. The ribbon would hinder the cutting action of the type force against the stencil's wax surface.

23. Next, clean the typewriter. Be sure to clean every character so the stencil will be cut properly.

24. Place the paper bail rollers outside the duplicating limits as shown by the guide lines on the stencil.

25. When using a cushion sheet, insert it between the stencil and the backing, glossy side up.

26. Insert the stencil assembly and straighten.

    —open the paper release lever
    —align the corners of the stencil
    —lock the paper release lever
    —align the stencil as needed using the variable line spacer

27. If typing on a manual typewriter, use a quick, uniform touch. (Sound of keys from tape example of correct rhythm.) Small characters such as the "o" and "a" require a lighter touch than broad characters such as the capitals "W" and "M".

28. When typing on an electric typewriter, determine the best impression control setting for typing a stencil based on the performance of your particular typewriter.

29. A guide copy may be prepared to aid in the production of a stencil.

    The guide copy is typed on a piece of typing paper of the same size as the copy paper that will be used when running the stencil.

30. The typed guide copy is then placed under the stencil sheet. Use correction fluid (or a very soft pencil) to mark the margins, tab stops, and other settings. You can see how a guide copy will reduce the chances of making placement errors on the stencil.

31. A guide copy may also be used when reproducing drawings or other untyped items. When it is necessary to trace from the guide copy, a light table or mimeoscope can make the job simpler.

32. Simply tape the stencil sheet to the mimeoscope with the other sheets bent backwards out of the way.

33. Insert the guide copy under the stencil sheet and use any of the styli that are applicable to the job.

34. It is advisable to have a raised edge ruler available for this type of production.

35. If shading is desired, a shading plate can be purchased. Several designs are available depending on the surface of the plate.

36. The shading plate is inserted directly under the stencil sheet. A burnisher stylus is then used to rub the stencil causing the design on the shading plate to transfer to the stencil.

37. When using styli to cut the stencil, you must use enough pressure to cut the waxy surface of the stencil, but not so much pressure that the layer underneath the waxy coating is damaged. Writing and drawing on the stencil will take practice. You should obtain a stencil and experiment with the different instruments. Then run the stencil to check the quality of your technique and to become familiar with the purpose of each stylus.

38. Sometimes it is necessary to insert the stencil sideways, as when typing a post card.

39. The stencil assembly should be cut to fit into the typewriter.

40. After the stencil is completed, stencil cement is used to reattach the cut segment of the stencil. Coat the bottom of the stencil with stencil cement...

41. ...and then place the other piece of stencil evenly on the wet cement.

42. You will now be able to attach the stencil on the duplicator in the usual manner.

43. When errors are made in the typing of stencils, they are corrected using a special correction fluid. This fluid is essentially the same material as the stencil coating, but in liquid form.

44. There are several types of correction fluids—you will need to check the supply manual for the type that suits the stencil assembly you are using.

45. Burnish the error by gently rubbing the error or errors—one at a time—with a smooth, round edged instrument such as a paper clip. This will replace some of the coating to help hold the correction fluid.

46. Raise the stencil sheet from the cushion with a pencil to prevent the stencil from adhering to the cushion.

47. Apply correction fluid in a single upward sweep—once for each character. Allow the fluid to dry about 30-90 seconds. Always replace the cap on the correction fluid since it has a tendency to evaporate and become thick.

    Type the correction using a lighter stroke than the original.

48. Proofread the stencil carefully for typographical errors before removing it from the typewriter.

49. Once the stencil is completed, fill in the necessary information in the blanks provided at the top of the assembly. This is especially important if the stencil is duplicated in a central duplicating department.

50, When the stencil assembly is attached to the duplicator, it is placed face down on the cylinder.

51. Everything is removed from the assembly except the stencil sheet. Place the sheets that are removed to one side for later use if the stencil is to be discarded.

52. The actual duplication process will be demonstrated by your instructor.

53. To preserve the stencil for later use, you may use absorbent cleanup folders that can be purchased for this purpose.

54. The wet stencil is placed ink side up in the folder. Be sure to straighten out all wrinkles before closing the folder.

55. Roll the folder smoothly with a bottle or other rounded object. Allow the stencil to dry.

56. Before storing, lift the dry stencil from the folder and turn ink side down. This prevents the stencil from adhering to the folder during storage. Stencils may be stored in these folders on a flat shelf.

57. Or they may be stored in a special vertical file such as the one shown here.

58. When special cleaning folders are not available, newspapers may be used for cleaning and storing purposes.

59. After the stencil is removed from the stencil duplicator, it may be discarded if it will not be used again. First, grasp the stencil at the top and the bottom as shown.

60. Then, fold in half lengthwise with the ink inside.

61. Twist the stencil around the top.

62. Place the rolled stencil inside the backing sheet that was removed and discard neatly.